

**AGENCY:** U.S.ENVIRONMENTAL PROTECTION AGENCY (EPA) REGION 2,  
Division of Environmental Science and Assessment (DESA)

**FUNDING OPORTUNITY:** Citizen Science – Community Involvement Today and in the Future

**ANNOUNCEMENT TYPE:** Request for Applications (RFA)

**RFA NUMBER:** EPA-R2-DESA-12-01

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO:** 66.610

[<https://www.cfda.gov/index?s=program&mode=form&tab=step1&id=1a0d2e0aa84188a76eaa213e2c1b87cd>]

Surveys, Studies, Investigations and Special Purpose Grants within the Office of The Administrator.

**DATES:**

<b>Receipt of Applications</b>	<b>April 20, 2012, 5:00 p.m. EDT</b>
EPA Review of Applications	May18, 2012
Expected Funding Decision	May18, 2012
Expected Grant Award	June 30, 2012

The closing date and time for receipt of application submissions, regardless of mode of submission, is **April 20, 2012, 5:00 p.m., Eastern Time (ET)**. All e-mail or hard copies of application packages must be received by EPA by April 20, 2012, 5:00 p.m. ET in order to be considered for funding. Electronic applications submitted to EPA through Grants.gov [<http://www.grants.gov>] must be posted by April 20, 2012, 5:00 p.m. ET in order to be considered for funding. Applications received after the closing date and time will not be considered for funding.

Following EPA's evaluation of the applications, all applicants will be notified regarding their status. EPA anticipates notification to the *successful* applicant will be made via telephone, e-mail or postal mail. The notification will advise the applicant that its proposed project has been successfully evaluated and recommended for award. The notification will be made to the original signer of the Standard Form (SF) 424, Application for Federal Assistance.

This notification, which advises that the applicant's proposed project has been recommended for award, is **not** an authorization to begin performance. The award notice signed by the EPA grants officer is the authorizing document and will be provided through postal mail. At a minimum, this process can take up to 90 days from the date of recommendation.

To allow for efficient management of the competitive process, EPA requests the submittal of an informal notice of intent to apply by March 30, 2012 to Paula Zevin, at [zevin.paula@epa.gov](mailto:zevin.paula@epa.gov). Submission of the intent to apply is optional; it is a process management tool that will allow EPA to gauge more efficiently the total staff time required for review, evaluation and selection of submitted applications.

**Note to Applicants:** If you name subawardees/subgrantees and/or contractors in your application to assist you with the proposed project, pay careful attention to the information in Section IV.C, Subawards and Contracts.

**SUMMARY:**

Citizen science is a form of research that enlists the public in collecting large quantities of data across an array of environments and communities over varying spans of time. Citizen science projects have been remarkably successful and contributions from citizen scientists are considered a developing tool for expanding science knowledge and scientific literacy. In this request for applications, EPA is soliciting proposals for research relating to air and water pollution in New York City and the Virgin Islands.

The use of citizen-science networks often allows scientists to accomplish research objectives more feasibly than would otherwise be possible. In addition, these projects aim to promote public engagement with the research, as well as with science in general. Citizen science is related to long-standing programs employing volunteer monitoring for natural resource management, and is often employed as a form of education and outreach to promote public understanding of science. The current form of citizen science, which has evolved over the past two decades, places more emphasis on scientifically sound practices and measurable goals for public education than similar historical efforts. Modern citizen science differs from its historical forms primarily in the access for, and subsequent scale of, public participation; technology is credited as one of the main drivers of the recent explosion of citizen science activity.

Citizens and community groups have long contributed to environmental protection and the health of their communities; Region 2 has a long history of working with various community groups and volunteers. Over the last two decades, Region 2 has developed robust ties with the Volunteer Water Monitoring Programs in New York City, and is seeking to expand the program into the U.S. Virgin Islands, as well as into air monitoring through this funding. One of the regional priorities for the Fiscal Year 2012 is the expansion of Citizen Science to provide tools, education and training to empower citizens and community groups to directly monitor their environment and work towards the resolution of identified problems.

This notice announces the availability of funds and solicits applications that would advance these goals.

**FUNDING/AWARDS:**

The total estimated funding for this competitive opportunity is approximately \$150,000. EPA Region 2 anticipates award of approximately five (5) to ten (10) grants or cooperative agreements, ranging in value from \$12,500 to \$25,000 for projects in New York City, and one (1) grant or cooperative agreement for \$25,000 for a project in the U.S. Virgin Islands, subject to the availability of funds, the quality of evaluated proposals and other applicable considerations. Proposed project periods may not exceed two (2) years. Projects can be for either water or air monitoring, or can encompass both.

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### I. FUNDING OPPORTUNITY DESCRIPTION

#### A. Background

The Catalog of Federal Domestic Assistance (CFDA) 66.610 states that the intended use of these funds is (1) to support surveys, studies, investigations, and special purpose assistance associated with air quality, acid deposition, drinking water, water quality, hazardous waste, toxic substances, and pesticides; (2) to identify, develop, and demonstrate necessary pollution control techniques; (3) to prevent, reduce, and eliminate pollution; (4) to evaluate the economic and social consequences of alternative strategies and mechanisms for use by those in economic, social, governmental, and environmental management positions. Statutory authorities for this grant program include the Clean Air Act (CAA), Section 103 [[http://www.law.cornell.edu/uscode/html/uscode42/usc\\_sec\\_42\\_00007403----000-.html](http://www.law.cornell.edu/uscode/html/uscode42/usc_sec_42_00007403----000-.html)] and the Clean Water Act (CWA), Section 104 (b) (3) [[http://water.epa.gov/grants\\_funding/cwf/waterquality.cfm](http://water.epa.gov/grants_funding/cwf/waterquality.cfm)]. Assistance agreements awarded under these authorities may only be used to conduct and promote the coordination and acceleration of research, investigations, experiments, training, demonstrations, surveys and studies relating to the causes, effects, extent, prevention, reduction and elimination of air and water pollution, respectively. These activities advance the state of knowledge, gather information or transfer information.

#### B. Scope of Work

The proposed projects must focus on the goal of empowering citizen scientists and community groups to identify and document environmental issues related to the health of their community and environment, allow them to work towards the improvement and/or resolution of these issues and to expand their reach within their community or region. It is anticipated that projects funded under this announcement will promote a comprehensive understanding of local issues; identify and support activities that address these issues at the local level; engage, educate and empower communities; and benefit these and surrounding communities including those that have been adversely impacted. To this end, proposed projects will endeavor to equip citizen scientists and community groups with the education, tools and training to monitor their environment and work towards the resolution of the identified problems.

Proposed projects must address not only the identification of local issues, but also the benefits and relevance to community priorities, as well as the potential success and feasibility of the project and partnerships, where appropriate. Partnerships should include organizations that have the skills, expertise and networking capability related to local priorities. Some examples of partners include local residents, non-profit groups, academic

institutions, local industry, surrounding communities and others. Proposals should include all existing or potential partners. If working partnerships exist, partnership letters of commitment must be included in the proposal package. Letters of commitment must describe the extent to which the partner(s) will engage with the applicant to assist in effectively performing the project. If a partnership does not yet exist, the proposal must describe how the applicant plans to engage partners and establish a successful partnership. If the applicant does not intend to have any partners, the proposal must describe how the project will be brought to a successful conclusion. Again, please carefully review Section IV.C, Subawards and Contracts if you intend to provide EPA funding to any project partners. Do not include letters of endorsement, recommendation or support; they will not be considered.

The proposed projects must include addressing environmental justice issues and concerns, for example: how it will help to minimize and/or reduce exposures and negative impacts of environmental risks to communities; including but not limited to minority, low-income, and tribal communities, for which the applicant can demonstrate that they would be more likely to be adversely affected (e.g., higher rates of medical problems due to environmental factors) by such risks than other communities.

If the proposals include a demonstration project, the applicant must describe how it meets the requirements set forth for demonstration projects, as discussed in Section I.D, Statutory Authority.

Please note that the following examples of projects are **not** eligible for funding under this announcement:

- construction of community access points, such as boat launches, overlooks and recreational areas; community clean-ups;
- construction of community centers;
- enhancements to existing or construction of new connections between open spaces to provide wildlife or human access corridors;
- stormwater infrastructure improvements, including green infrastructure projects;
- stream bank restoration;
- implementation projects such as installation of pollution control equipment; and other projects of a similar nature.

### **C. EPA Strategic Plan Linkage and Anticipated Outcomes, Outputs and Performance Measures**

Pursuant to Section 6a of EPA Order 5700.7, “Environmental Results under EPA Assistance Agreements,” EPA must link proposed assistance agreements to the Agency’s Strategic Plan. EPA also requires that grant applicants and recipients adequately describe environmental outputs and outcomes to be achieved under assistance agreements (see EPA Order 5700.7, Environmental Results under Assistance Agreements, <http://www.epa.gov/ogd/grants/award/5700.7.pdf>).

#### **1. Linkage to EPA Strategic Plan:** Proposals must support one or both of these Fiscal Years 2011-2015 Strategic Plan goals and objectives:

- a. Proposals must support EPA Strategic Plan Goal 1 ‘Taking Action on Climate Change and Improving Air Quality’; Objective 1.2 ‘Improve Air Quality. Achieve and maintain health-

based air pollution standards and reduce risk from toxic air pollutants and indoor air contaminants.'

- b. Proposals must support EPA Strategic Plan Goal 2 'Protecting America's Waters'; Objective 2.1 'Protect Human Health.'

For more information on the EPA FY 2011-2015 Strategic Plan, visit <http://www.epa.gov/planandbudget/strategicplan.html>

All proposed projects must demonstrate the linkage to one or both EPA Strategic Plan Goals and include specific statements describing the environmental results in terms of well-defined outputs and, to the extent practicable, well-defined outcomes that will demonstrate how the project will contribute to the overall goals listed above.

## **2. Outputs:**

The term "output" means an environmental activity, effort, and/or associated work product related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

Expected outputs from the project(s) to be funded under this announcement may include, but are not limited to the following:

- core partnerships representing the interests of those living in the community/ies are established or developed;
- number of new locations and indicators identified for monitoring, and arrangements for associated laboratory analyses and Quality Assurance Project Plans (QAPPs);
- maps prepared to illustrate existing and newly identified local environmental issues;
- number of green jobs created or number of trainings for green jobs to improve the knowledge and experience in local environmental issues provided to under-employed and unemployed residents, as applicable (volunteer opportunities are included in this category);
- number of educational, training, demonstration and/or public workshops or events during the project period, number of citizen scientists and/or community groups that participated in these events, types of environmental activities and number conducted.

Progress reports and a final report will also be a required output, as specified in Section VI(C) of this announcement, "Reporting Requirement."

## **3. Outcomes:**

The term "outcome" means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be qualitative and environmental, behavioral, health-related, or programmatic in nature, but must also be quantitative. They may not necessarily be achievable within an assistance agreement funding period.

Projects to be funded under this announcement are expected to produce at least one, and preferably all, of the following environmental outcomes, but should not be limited to just these:

- knowledge and awareness of baseline conditions are established, areas of concern are identified and results are used in educating the community decision makers, residents, state and local government;
- a larger workforce knowledgeable in local environmental health issues and their resolution;
- raised environmental awareness and level of environmental education to community or region specific issues;
- plans to address the identified issues and implementation schedules;
- success stories in working toward the resolution of the identified issues.

#### **4. Performance Measures:**

The applicant is also expected to develop performance measures to be achieved through the proposed activities and describe them in the application. These performance measures will help gather insights and will be the mechanism to track progress concerning successful process and output and outcome strategies and will provide the basis for developing lessons to inform future recipients. It is expected that the description of performance measures will include, but not be limited to the following: initial, periodic and final gauging of progress; longer term viability of the project(s); sustainability of the project(s).

The following are questions to consider when developing output and outcome measures of quantitative and qualitative results:

- i) What are the measurable short term and longer term results the project will achieve?
- ii) How does the plan measure progress in achieving the expected results (including outputs and outcomes) and how will the approach use resources effectively and efficiently?

#### **D. Statutory Authorities**

Statutory authorities for this grant program include Section 103 of the Clean Air Act (CAA), 42 USC § 7404(b)(3) [[http://www.law.cornell.edu/uscode/html/uscode42/usc\\_sec\\_42\\_00007403----000-.html](http://www.law.cornell.edu/uscode/html/uscode42/usc_sec_42_00007403----000-.html)] and Section 104 of the Clean Water Act (CWA), 33 USC §1254(b)(3). [[http://water.epa.gov/grants\\_funding/cwf/waterquality.cfm](http://water.epa.gov/grants_funding/cwf/waterquality.cfm)]. Assistance agreements awarded under these authorities may only be used to conduct and promote the coordination and acceleration of research, investigations, experiments, training, demonstrations, surveys and studies relating to the causes, effects, extent, prevention, reduction and elimination of air and water pollution, respectively. These activities, while not defined in the statute, advance the state of knowledge, gather information or transfer information.

Projects that are demonstrations must involve new or experimental technologies, methods or approaches. EPA expects that the results of the project will be disseminated so that others can benefit from the knowledge gained in the demonstration project. A project that is accomplished through performance or routine, traditional or established practices, or a project that is simply intended to carry out a task rather than transfer information

or advance the state of knowledge, however worthwhile the project may be, is not considered a demonstration project. For proposals that include demonstration projects, the applicant must describe how the project meets the above requirements. Implementation projects that involve construction or installation of pollution control measures are **not** eligible under this announcement.

## **II. AWARD INFORMATION**

### **A. What is the amount of funding available?**

The total estimated funding expected to be available for awards under this competitive opportunity is approximately \$150,000 for either water and/or air monitoring projects.

### **B. Partial Funding.**

In appropriate circumstances, EPA reserves the right to partially fund proposals by funding discrete portions or phases of proposed projects. If EPA decides to partially fund a proposal, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

### **C. How many agreements will EPA award in this competition?**

EPA Region 2 anticipates award of approximately five (5) to ten (10) grants or cooperative agreements, ranging in value from \$12,500 to \$25,000 for projects in New York City, and one (1) grant or cooperative agreement for \$25,000 for a project in the U.S. Virgin Islands, subject to the availability of funds, the quality of evaluated proposals and other applicable considerations.

EPA reserves the right to reject all proposals and make no awards under this announcement, or make fewer awards than anticipated. In addition, EPA reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available after the original selections. Any additional selections for awards will be made no later than six (6) months from the date of the original selections.

### **D. What is the project period for awards resulting from this solicitation?**

The project period for awards resulting from this solicitation is estimated to begin in September 2012. Proposed project periods may be up to two (2) years.

### **E. Funding Type**

Successful applicants will be issued a grant or cooperative agreement as appropriate. A cooperative agreement is an assistance agreement that is used when there is substantial federal involvement with the recipient during the performance of an activity or project. EPA awards cooperative agreements for those projects in which it expects to have substantial interaction with the recipient throughout the performance of the project. EPA will negotiate the precise terms and conditions of “substantial involvement” as part of the award process. Federal involvement may include close monitoring of the recipient’s performance; collaboration during the

performance of the scope of work; in accordance with 40 CFR 30. 44(e) or 31.36(g), as appropriate, review of proposed procurements; reviewing qualifications of key personnel; and/or review and comment on the content of printed or electronic publications prepared. EPA does not have the authority to select employees or contractors employed by the recipient. The final decision on the content of reports rests with the recipient.

### III. ELIGIBILITY INFORMATION

#### A. Eligible Entities

CFDA 66.610 specifies the following eligible entities: Assistance under this program is generally available to State agencies, territories, the District of Columbia, Indian Tribes, and possessions of the U.S. Assistance is also available to public and private universities and colleges, hospitals, laboratories, and other public or private nonprofit institutions. Some of EPA's statutes may limit assistance to specific types of interested applications. See "Authorization" listed above.

Non-profit organization, as defined by OMB Circular A-122, located at 2 CFR Part 230, means any corporation, trust, association, cooperative or other organization that: (1) is operated primarily for scientific, educational, service, charitable or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve and/or expand its operations. Note that OMB Circular A-122 specifically excludes the following types of organizations from the definition of "non-profit organization" because they are separately defined in the Circular: (i) colleges and universities; (ii) hospitals; (iii) state, local and federally-recognized Indian tribal governments; and (iv) those non-profit organizations that are excluded from coverage of this Circular in accordance with paragraph 5 of the Circular. The OMB Circular may be found at [http://www.whitehouse.gov/omb/circulars\\_a122\\_2004](http://www.whitehouse.gov/omb/circulars_a122_2004).

For-profit organizations are not eligible for this funding opportunity. Additionally, non-profit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

#### B. Cost Sharing or Matching

**No matching funds are required under this competition.** Although cost-sharing/matching is not required as a condition of eligibility under this competition, under Section V of this announcement EPA will evaluate applications based on a leveraging criterion. Leveraging is generally when an applicant proposes to provide its own additional funds/resources or those from third party sources to support or complement the project they are awarded under the competition which are above and beyond the EPA grant funds awarded. Any leveraged funds/resources, and their source, must be identified in the application (See Section IV of the announcement). Leveraged funds and resources may take various forms as noted below.

**Voluntary cost share** is a form of leveraging. Voluntary cost sharing is when an applicant voluntarily proposes to legally commit to provide costs or contributions to support the project when a cost share is not required. Applicants who propose to use a voluntary cost share **must** include the costs or contributions for the voluntary cost share in the project budget on the SF-424. If an applicant proposes a voluntary cost share, the following apply:

- A voluntary cost share is subject to the match provisions in the grant regulations (40 CFR



30.23 or 40 CFR 31.24, as applicable).

- A voluntary cost share may only be met with eligible and allowable costs.
- The recipient may not use other sources of federal funds to meet a voluntary cost share unless the statute authorizing the other federal funding provides that the federal funds may be used to meet a cost share requirement on a federal grant.
- The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget. If the proposed voluntary cost share does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 40 CFR Parts 30 or 31 as applicable.

**Other leveraged funding/resources that are not identified as a voluntary cost share** - this form of leveraging may be met by funding from another federal grant, from an applicant's own resources, or resources from other third party sources. This form of leveraging should not be included in the budget and the costs need not be eligible and allowable project costs under the EPA assistance agreement. While this form of leveraging should not be included in the budget, the grant workplan should include a statement indicating that the applicant is expected to produce the proposed leveraging consistent with the terms of the announcement and the applicant's proposal. If applicants propose to provide this form of leveraging, EPA expects them to make the effort to secure the leveraged resources described in their proposals. If the proposed leveraging does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 40 CFR Parts 30 or 31 as applicable.

### **C. Threshold Eligibility Criteria**

These are requirements that, if not met by the time of application submission will result in elimination of the application from consideration for funding. Only applications from eligible entities (see Section III.A above) that meet all of these criteria will be evaluated against the ranking factors in Section V of this announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. a. Applications must **substantially comply** with the application submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. However, where a page limit and format are expressed in Section IV with respect to the narrative proposal, pages in excess of the page limitation will not be reviewed. (See Section IV for specific details)
- b. Applications must be postmarked, e-mailed or electronically submitted via Grants.gov on or before the application submission deadline published in Section IV of this announcement. Applicants are responsible for ensuring that their application is submitted to the designated person/office specified in Section IV of the announcement by the submission deadline.
- c. Applications postmarked, e-mailed or electronically submitted via Grants.gov after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA

mishandling or because of technical problems associated with [www.grants.gov](http://www.grants.gov). Where Section IV requires application and postmark/submission to a specific person/office by the submission deadline, receipt by an agency mailroom alone is not sufficient. Applicants should confirm receipt of their application with EPA as soon as possible after the submission deadline; failure to do so may result in your application not being reviewed.

2. Applications must support EPA Strategic Plan Goal 1, 'Taking Action on Climate Change and Improving Air Quality' and/or Goal 2, 'Protecting America's Waters.' (*See Section I*)
3. Proposed projects must take place in either New York City, NY (any or all of the five boroughs) or in the U.S. Virgin Islands.
4. Hard copy applications will only be accepted via an **express delivery service**. EPA will not accept applications submitted via fax or standard First Class Mail delivery by the U.S. Postal Service.
5. Ineligible activities: If a proposal is submitted that includes any ineligible tasks or activities, that portion of the proposal will be ineligible for funding and may, depending on the extent to which it affects the proposal, render the entire proposal ineligible for funding.

#### **IV. APPLICATION AND SUBMISSION INFORMATION**

##### **A. How to Obtain Application Forms**

Applicants can download individual grant application forms from EPA's Region 2 Grants web site at <http://www.epa.gov/region02/grants/kit.htm> (for e-mail or hard copy submissions only).

To obtain a hard copy of materials, please send an email or written request to the Agency contact listed in Section VII of this announcement.

##### **B. Mode of Application Submission**

Applicants have the following options to submit their applications: 1) Hard copy by express delivery service to the specified EPA contact below, 2) via e-mail to the specified EPA contact below, or 3) electronically through [www.grants.gov](http://www.grants.gov) as explained in Appendix A. Applications will not be accepted via fax or standard First Class Mail delivery by the U.S. Postal Service. All applications must be prepared, and include the information, as described below in Section IV.C "Content of Proposal," regardless of mode of transmission. Only **one** mode of submission should be chosen by applicants.

##### **1. Hard Copy Application Submission**

Please provide one original of the proposal package (including signed and completed SF 424 and SF 424A forms) --**no binders or spiral binding**--to:

USEPA Region 2  
Division of Environmental Science and Assessment  
2890 Woodbridge Avenue (MS-220)  
Edison, NJ 08837-3679

Attn.: Paula Zevin  
Phone: 732-321-4456  
E-Mail: [zevin.paula@epa.gov](mailto:zevin.paula@epa.gov)

**Hard Copy via Express Delivery (FedEx, UPS, DHL, USPS etc.)**

**Hard Copy Application Submission Deadline** All hard copies of proposal packages must be postmarked by **5:00 p.m. ET, April 20, 2012.**

**2. E-Mail Application Submission**

Please submit a complete application package via e-mail to [Region2\\_GrantApplicationBox@epa.gov](mailto:Region2_GrantApplicationBox@epa.gov) no later than 5:00 p.m. ET on April 20, 2012. **Attach all documents in Portable Data Format (PDF format).** The maximum size for file attachments accepted by EPA in a single e-mail is **15MB**; if necessary, divide the attachments into separate e-mails, and use the same subject line for each: "Funding Opportunity R2-DESA-12-01, Your Project Title." Only current scanned pdf forms with signatures and associated documents will be accepted as valid applications. Documents submitted in other file formats will not be accepted, nor will be any outdated forms. Also, please note that the EPA mail server will automatically delete upon receipt any attachments that are zip-files, stuffit, \*exe or similar compressed formats. This is being done to limit the distribution of computer viruses introduced into the EPA network.

**3. Electronic Application Submission**

Your organization's authorized official representative (AOR) must submit your complete proposal electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **5:00 p.m. ET, April 20, 2012.** Please see Appendix A for complete instruction on applying through Grants.gov.

**C. Content of Application Submission**

All application submissions, regardless of mode of submission, **must** contain completed and signed grant application forms, as well as a Narrative Proposal, as described below.

**Grant Application Forms.** Please be sure to include the organization fax number and email address in Block 5 of the Standard Form SF 424. The forms are available at <http://www.epa.gov/region02/grants/kit.htm>

- Standard Form 424, *Application for Federal Assistance*
- Standard Form 424A, *Budget Information – Non-Construction Programs*, and budget detail narrative (as described in Appendix B)
- Standard Form 424B, *Assurances - Non-Construction Programs*
- EPA Form 6600-06, *Certification Regarding Lobbying*

- EPA Form 4700-4, *Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance*
- EPA Form 5700-54, *Key Contacts Form*
- Narrative Proposal (as described below)
- Proof of Intergovernmental Review
- Current approved indirect cost rate (if requesting indirect costs in the budget)

### **Narrative Proposal**

The Narrative Proposal (**Sections 1-3 below**) cannot exceed a maximum of **ten (10)** single-spaced typewritten pages, including the Summary Page. Pages must be "Letter" size, margins must not be less than 0.5", and the font cannot be smaller than 10 pt in fonts similar to Times New Roman, Helvetica, Arial or Calibri. Proposals must be legible and easily readable. Supporting materials, such as resumes and letters of partnership, can be submitted as attachments and are not included in the **ten (10) page limit**.

#### **1. Summary Information Page** (recommended not to exceed one page)

- a. Project Title
- b. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax and e-mail address.
- c. Funding Opportunity Number. (**EPA-R2-DESA-12-01**)
- d. Funding Requested. Specify the amount you are requesting from EPA.
- e. Total Project Cost. Specify total cost of the project. Identify funding from other sources, including cost share or in-kind resources.
- f. Project period. Provide beginning and ending dates. (Projects are anticipated to begin date and end no later than date.)
- g. DUNS number-See Section VI.C.
- h. Brief abstract of the proposed project

#### **2. Narrative Proposal Work-Plan**

**The narrative proposal work-plan must explicitly describe how the proposed project meets the guidelines established in Sections I-III of this announcement (including the threshold eligibility criteria in Section III.C), and must address each of the evaluation criteria set forth in Section V.**

##### **a. Project Description/Approach:** The description shall contain the following components:

- i. Detailed project description of specific actions and methods to be undertaken and the responsible organizations/entities/persons, including estimated time line for each task. These projects are either collecting and/or using environmental data; the applicant must include the development and approval of a Quality Assurance Project Plan. For information and guidance on Quality Assurance (QA) visit Region 2 QA <http://www.epa.gov/region2/ga/index.html> and EPA QA <http://www.epa.gov/quality/> and see Appendix C.
- ii. Links to the applicable EPA Strategic Plan goal(s).
- iii. Description of the associated work products to be developed.

- iv. Explanation of project benefits to the community/public, and specifically the potential audience(s) served. Include any potential for widespread applicability in Region 2 or the United States beyond the specific geographic area for the project, i.e., New York City and the U.S. Virgin Islands.
- v. Description of existing or potential partnerships as applicable, the roles of the applicant and partners (if any) in achieving the stated goals of the project.
- vi. Description of the applicant's organization and experience related to the proposed project.
- vii. Description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.
- viii. Budget and estimated funding amounts for each work component/task.
- ix. Discussion of how the project promotes Environmental Justice concerns (see Section I).

**Selected applicant(s) will need to submit a copy of their current indirect cost rate that has been negotiated with a federal cognizant agency prior to award.**

**b. Environmental Results—Outcomes, Outputs and Performance Measures**

Identify the expected quantitative and qualitative outcomes and outputs of the project (See Section I), including what performance measurements or other means will be used to track and measure your progress towards achieving the expected outcomes and outputs and how the results of the project will be evaluated.

Specifically, this should include:

- The results of the activities – outputs. List the products/results which are expected to be achieved from carrying out the project activities and an approach for tracking your progress.
- Anticipated environmental issue identification/improvement – outcomes. List what you expect to accomplish as a result of project activities. Describe an approach for tracking your progress.
- Milestone schedule/timeline – provide a projected milestone schedule or timeline that covers the entire project/grant period and which shows a breakout of the project activities into phases and associated tasks, including the time needed for completion. The project start date will follow award acceptance by successful applicants and may have to be adjusted from the initial proposal.
- Transfer of results – if applicable, provide a description of how the results of your project may be used by other communities, groups or at the local/state/federal government level. An example could be publishing your lessons learned on your web site, through web casts, at meetings or through other mechanisms.

**c. Programmatic Capability and Past Performance**

If applicable, submit a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size,

scope and relevance to the proposed project that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

**d. Intergovernmental Review**

This funding opportunity is subject to Executive Order (EO) 12372 “Intergovernmental Review of Federal Programs.” Final applicants must contact their state’s Single Point of Contact (SPOC) to find out about and comply with the state’s process under EO 12372.

Please note that Intergovernmental Review does not apply to New York City  
[[http://www.epa.gov/region2/grants/pdfs/nys\\_intergov\\_review.pdf](http://www.epa.gov/region2/grants/pdfs/nys_intergov_review.pdf)]

For projects in the U.S. Virgin Islands, please follow instructions at  
[http://www.epa.gov/region02/grants/PRVI\\_IntergovernmentalReviewProcess.pdf](http://www.epa.gov/region02/grants/PRVI_IntergovernmentalReviewProcess.pdf)

**e. Voluntary cost share/match and other leveraged funds (See Section III.B also)**

Demonstrate how you will leverage additional funds/resources beyond the grant funds awarded to support the proposed project activities and how these funds/resources will be used to contribute to the performance and success of the proposed project. This includes but is not limited to funds and other resources leveraged from businesses, labor organizations, non-profit organizations, education and training providers, and/or Federal, state, tribal, and local governments, as appropriate. Describe the amount and type of leveraged resources to be provided, how you will obtain the leveraged resources, the likelihood the leveraging will materialize during grant performance, the strength of the leveraging commitment, and the role the leveraged resources will play to support the proposed project activities. Selected applicants are expected to abide by their proposed leveraging commitments during grant performance and the failure to do so may affect the legitimacy of the award.

**3. Detailed Budget Narrative (See Appendix B, Budget Sample)**

Clearly explain how EPA funds will be used. This section provides an opportunity for a narrative

description of the budget found in the SF-424A. Applicants must itemize costs related to personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total costs.

Clearly separate funds for individual tasks, activities, etc. as separate line items. If EPA decides to partially fund a project, it will allow EPA to better gauge which part(s) of the project to fund.

Include the monetary cost of developing a Quality Assurance Project Plan if applicable.

Describe itemized costs in sufficient detail for EPA to determine if the costs for each project component are reasonable and allowable.

When formulating budgets for proposals, the applicant must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate of applicant's cognizant auditing agency, or the rate negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowed under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

**4. Attachments.** These are optional and are not included in the evaluation of an applicant's proposal. These attachments are not included in the ten (10) page limit of the proposal.

**a. Biographical Sketch.** Provide resumes or curriculum vitae for all principal investigators and any other key personnel.

**b. Quality Assurance Narrative Statement:** These projects are expected to either collect and/or use environmental data. Explain how you will comply with the quality assurance/quality control requirements for your collection or use of environmental data and/or information. Examples include, but are not limited to ensuring that the project design satisfies the project goals, acceptability criteria for use of existing data, representability, adherence to comparable methodologies, training requirements, and data evaluation and management. The applicant must include the development and approval of a Quality Assurance Project Plan. For information and guidance on Quality Assurance (QA) visit Region 2 QA <http://www.epa.gov/region2/qa/index.html> and EPA QA <http://www.epa.gov/quality/> and see Appendix C. Activities involving environmentally related measurements, data collection and data generation must comply with the requirements stated at [40 CFR 30.54](#) or [40 CFR 31.45](#), as applicable.

**d. Partnership Letters:** These should indicate how the partner organization(s) will assist in the project.

#### **D. Subawards and Contracts**

EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or as members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of the funds.

Funding may be used to provide subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 CFR Part 30 or 40 CFR Part 31, as appropriate. [[http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title40/40cfr30\\_main\\_02.tpl](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title40/40cfr30_main_02.tpl) or [http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title40/40cfr31\\_main\\_02.tpl](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title40/40cfr31_main_02.tpl) as appropriate] Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor or consultant in the proposal EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant and or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal.

Successful applicants cannot use subawards or subgrants to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out the assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section 210 of OMB Circular A-133, and the definitions of subaward at 40 CFR 30.2(ff) or subgrant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as a funding mechanism.

Section V of the announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance and reporting history, the review panel will consider, as appropriate and relevant, the qualifications, expertise and experience of:

- (i) An applicant's named subawardess/subgrantees identified in the proposal if the applicant demonstrates in the proposal that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for-profit firms or individual consultants.
- (ii) An applicant's named contractor(s), including consultants, identified in the proposal if the applicant demonstrates in its proposal that the contractor(s) was/were selected in compliance with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 as appropriate. For example, an applicant must demonstrate that is selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience and expertise of named subawardees/subgrantees and/or named contractors during the proposal evaluation process unless the applicant complies with these requirements.



## **E. Funding Restrictions**

In addition to the requirements set forth in this RFA, all costs incurred under this program must be allowable under the applicable Office of Management and Budget (OMB) Cost Circular, which can be found at [http://www.whitehouse.gov/omb/circulars\\_default/](http://www.whitehouse.gov/omb/circulars_default/) in accordance with EPA policy and OMB circulars, any recipient of funding must agree not to use assistance funds for lobbying, fund-raising or political services (i.e., lobbying members of Congress or lobbying for other federal grants, assistance agreements or contracts). Funds cannot be used to pay for travel by federal agency staff. Proposed projects activities must also comply with all state and federal regulations applicable in the project area. It is the responsibility of the applicant to ensure compliance.

## **F. Submission Dates and Times**

The closing date and time submissions, regardless of mode of submission, is **April 20, 2012, 5:00 p.m., Eastern Savings Time (ET)**. All hard copies of application packages must be postmarked by 5:00 p.m. ET, April 20, 2012; all e-mail submissions must be received by EPA at [Region2\\_GrantApplicationBox@epa.gov](mailto:Region2_GrantApplicationBox@epa.gov) by 5:00 p.m. EDT, April 20, 2012; electronic submissions must be submitted to [www.grants.gov](http://www.grants.gov) by 5:00 p.m. EDT, April 20, 2012. Applications postmarked, e-mailed or submitted electronically through Grants.gov after the closing date and time will not be considered for funding.

## **G. Confidential Business Information**

EPA recommends that you do not include Confidential Business Information (CBI) in your application. However, if confidential business information is included, it will be treated in accordance with 40 CFR 2.203. Applicants must clearly indicate which portion(s) of their application they are claiming as CBI. EPA will evaluate such claims in accordance with 40 CFR Part 2. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.

The Agency protects competitive applications from disclosure under applicable provisions of the Freedom of Information Act prior to the completion of the competitive selection process.

## **H. Pre-Application Assistance and Communications**

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft application packages, provide informal comments on draft narrative proposals, or provide advice and/or guidance to applicants on how to respond to ranking criterion. Applicants are responsible for the contents of their proposals. However, EPA will respond to questions in writing from individual applicants regarding threshold eligibility criterion, administrative issues related to the submission of the application, and requests for clarification about the announcement.

## **V. APPLICATION REVIEW INFORMATION**

Only eligible entities whose applications meet the threshold criteria in Section III of this announcement will be reviewed according to the evaluation criterion set forth below. Applicants should explicitly address these

criteria as part of their application package submittal. Each application will be rated under a points system, with a total of 100 points possible.

#### A. Evaluation Criteria

Criteria	Points
<p><b>1. <u>Project Description/Approach:</u></b> Under this criterion, the Agency will evaluate the following factors:</p> <ul style="list-style-type: none"> <li><b>(i) (5 pts)</b> how well does the project summary address the requirements of this RFA;</li> <li><b>(ii) (15 pts)</b> the extent and quality to which the narrative proposal includes a well-conceived strategy for addressing the requirements in <b>Section I, Parts B (Scope of Work) and C (EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs);</b></li> <li><b>(iii) (10 pts)</b> whether the narrative proposal sets forth a reasonable time schedule for the execution of the tasks associated with the project and for achieving the project goals and objectives by project end.</li> </ul>	<b>30</b>
<p><b>2. <u>Environmental Results—Outcomes, Outputs and Performance Measures and Benefit to Community/ies:</u></b> Under this criterion, the Agency will evaluate the effectiveness of the applicant’s plan for tracking and measuring its progress toward achieving the expected project outputs and outcomes, including those identified in <b>Section I</b> of this announcement. In addition, the Agency will evaluate the performance measures proposed by the applicant and how they will be used to help track and measure the Applicants progress towards achieving the expected outputs and outcomes.</p> <ul style="list-style-type: none"> <li><b>(i) (5 pts)</b> how well the applicant is tracking the project progress ;</li> <li><b>(ii) (5 pts)</b> how well the applicant outputs and outcomes are working towards achieving the project’s goals;</li> <li><b>(iii) (5 pts)</b> effectiveness of performance tracking measures;</li> <li><b>(iv) (5 pts)</b> how well does the project demonstrate the benefit(s) to the community or communities in the project area.</li> </ul>	<b>20</b>
<p><b>3. <u>Partnerships:</u></b> under this criterion, the Agency will evaluate the applicant on how well the applicant is utilizing existing partnerships or how well partnerships will be formed, as applicable; the roles of the applicant and partners (if any) in achieving the stated goals of the project.</p> <p>In evaluating applicants under this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any existing partnerships or do not plan to form new partnerships, please indicate this in the proposal and you will receive a neutral score of 5 for this criterion. If you do not provide any response for these items, you may receive a score of 0 for this criterion.</p>	<b>9</b>

<p><b>4. <u>Programmatic Capability and Past Performance:</u></b> Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account their:</p> <ul style="list-style-type: none"> <li>(i) <b>(4 pts)</b> past performance in successfully completing and managing the assistance agreements identified in the narrative proposal as described in Section IV.C of the announcement;</li> <li>(ii) <b>(4 pts)</b> history of meeting the reporting requirements under the assistance agreements identified in the narrative proposal as described in Section IV.C of the announcement including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not;</li> <li>(iii) <b>(4 pts)</b> organizational experience and plan for timely and successfully achieving the objectives of the proposed project;</li> <li>(iv) <b>(4 pts)</b> staff expertise and qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.</li> </ul> <p><b>Note:</b> In evaluating applicants under items i and ii of this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these sub-factors (items i and ii above-a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.</p>	<b>16</b>
<p><b>5. <u>Budget:</u></b> Under this criterion, the Agency will evaluate the proposed project budget to determine whether,</p> <ul style="list-style-type: none"> <li>(i) <b>(5 pts)</b> costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes,</li> <li>(ii) <b>(5 pts)</b> the proposed budget provides a detailed breakout of the approximate funding used for each major activity and clearly itemizes individual tasks, activities, etc.</li> </ul> <p>An applicant's budget and budget narrative must account for both federal funds and any non-federal funds (e.g., any required or voluntary cost share/match if applicable). Applicants must precisely describe in their budget narrative how they will account for any required or voluntary cost share/match and what role EPA funding will play in the overall project.</p>	<b>10</b>

<p><b>6. <u>Leveraging:</u></b> Under this criterion, applicants will be evaluated based on the extent they demonstrate that they will leverage additional funds/ resources, beyond the grant funds awarded, to support the proposed project activities and how these funds/resources will be used to contribute to the performance and success of the proposed project. This includes but is not limited to funds and other resources leveraged from businesses, labor organizations, non-profit organizations, education and training providers, and/or Federal, state, tribal, and local governments, as appropriate. Applicants will also be evaluated based on the amount and type of leveraged resources to be provided, how they will obtain the leveraged resources, the likelihood the leveraging will materialize during grant performance, the strength of the leveraging commitment, and the role the leveraged funds/resources will play to support the proposed project activities.</p> <p>Applicants will receive a <b>neutral score of 3pts</b> if no leveraging is included in the proposal.</p>	<p><b>5</b></p>
<p><b>7. <u>Environmental Justice Impacts and Project Transferability:</u></b> Under this criterion, the Agency will evaluate the extent to which the proposed project</p> <ul style="list-style-type: none"> <li><b>(i) (5 pts)</b> helps to promote addressing environmental justice issues and concerns (See Section I) including how it will help to minimize and/or reduce exposures and negative impacts of environmental risks to communities, including but not limited to minority, low-income, and tribal communities, that the applicant can demonstrate are more likely to be adversely affected (e.g., higher rates of medical problems due to environmental factors) by such risks than other communities.</li> <li><b>(ii) (5 pts)</b> can be applied or used in other areas in Region 2 or the U.S.</li> </ul>	<p><b>10</b></p>

## B. Review and Selection Process

Applications will first be evaluated against the threshold criteria listed in Section III.C. Only those applications which meet all of the threshold criteria listed in Section III.C will be evaluated using the evaluation criteria listed above. Each application will be given a numerical score and will be rank-ordered according to the numerical score. EPA Region 2 staff will evaluate each application based on the application review criteria described above and provide funding recommendations to the Regional Approval Official. The goal of the process is to select a package of projects that strengthen Citizen Science in New York City and the U.S. Virgin Islands.

## C. Other Factors

Final funding decisions will be made by the Approving Official based on the rankings and preliminary recommendations of the EPA evaluation team. In making the final funding decisions, the Approving Official may also consider programmatic priorities and geographic diversity of funds. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Award Official.

## VI. AWARD ADMINISTRATION INFORMATION

### A. Award Notices

Following evaluation of applications, all applicants will be notified regarding their status.

EPA anticipates notification to the *successful* applicant will be made via telephone, email or postal mail.

The notification will advise the applicant that its proposed project has been successfully evaluated and recommended for award. The notification will be sent to the original signer of the Standard Form (SF) 424, Proposal for Federal Assistance.

This notification, which advises that the applicant's proposed project has been recommended for award, is **not** an authorization to begin performance. The award notice signed by the EPA Award Official is the authorizing document and will be provided through email. At a minimum, this process can take up to 90 days from the date of recommendation.

EPA anticipates notification to *unsuccessful* applicant(s) will be made via email or postal mail. The notification will be sent to the original signer of the Standard Form (SF) 424, Proposal for Federal Assistance.

### B. Administrative and National Policy Requirement

A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at: [http://www.epa.gov/ogd/AppKit/applicable\\_epa\\_regulations\\_and\\_description.htm](http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm).

### C. Central Contractor Registration (CCR) and Data Universal Numbering System (DUNS) Requirements

Unless exempt from these requirements under OMB guidance at [2 CFR Part 25](#) (e.g., individuals), applicants must:

Be registered in the CCR prior to submitting an application or proposal under this announcement. CCR information can be found at <https://www.bpn.gov/ccr/>

Maintain an active CCR registration with current information at all times during which it has an active Federal award or an application or proposal under consideration by an agency, and

Provide its DUNS number in each application or proposal it submits to the agency. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>. For more information visit <http://www.Grants.Gov/GetStarted>

If an applicant fails to comply with these requirements, it will, should it be selected for award, affect their ability to receive the award.

#### **D. Reporting Requirements**

Semi-annual progress reports and a detailed final technical report will be required. Semi-annual reports summarizing technical progress, planned activities for the next half year and a summary of expenditures are required. The final technical report shall be completed within 90 calendar days of the completion of the period of performance. The final technical report should include: summary of the project or activity, advances achieved, and costs of the project or activity. In addition, the final technical report should discuss the problems, successes, and lessons learned from the project or activity that could help overcome structural, organizational or technical obstacles to implementing a similar project elsewhere. The schedule for submission of semi-annual reports will be established by EPA, after award.

#### **E. Exchange Network**

EPA, states, territories, and tribes are working together to develop the National Environmental Information Exchange Network, a secure, Internet- and standards-based way to support electronic data reporting, sharing, and integration of both regulatory and non-regulatory environmental data. States, tribes and territories exchanging data with each other or with EPA, should make the Exchange Network and the Agency's connection to it, the Central Data Exchange (CDX), the standard way they exchange data and should phase out any legacy methods they have been using. More information on the Exchange Network is available at [www.exchangenetwork.net](http://www.exchangenetwork.net).

#### **F. Disputes**

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at <http://www.epa.gov/ogd/competition/resolution.htm>

#### **G. Non-profit Administrative Capability**

Non-profit applicants that are recommended for funding under this announcement are subject to pre-award administrative capability reviews consistent with Section 8b, 8c and 9d of EPA Order 5700.8 - Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards ([http://www.epa.gov/ogd/grants/award/5700\\_8.pdf](http://www.epa.gov/ogd/grants/award/5700_8.pdf)). In addition, non-profit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capabilities Form, with supporting documents, contained in Appendix A of EPA Order 5700.8.

#### **H. Subaward and Executive Compensation Reporting**

Applicants must ensure that they have the necessary processes and systems in place to comply with the sub- award and executive total compensation reporting requirements established under OMB guidance at [2 CFR Part 170](#), unless they qualify for an exception from the requirements, should they be selected for funding.

## **I. Use of Grant Funds/Unliquidated Obligations**

An applicant that receives an award under this announcement is expected to manage assistance agreement funds efficiently and effectively and make sufficient progress towards completing the project activities described in the work-plan in a timely manner. The assistance agreement will include terms/conditions implementing this requirement.

## **J. Copyrights**

In accordance with 40 CFR 30.36 for institutions of higher education, hospitals, and other non-profit organizations, or 40 CFR 31.34 for other recipients, EPA reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, for Federal Government purposes copyrighted works developed under a grant, subgrant or contract under a grant or subgrant. Examples of Federal purpose include but are not limited to: (1) Use by EPA and other Federal employees for official Government purposes; (2) Use by Federal contractors performing specific tasks for the Government; (3) Publication in EPA documents provided the document does not disclose trade secrets (e.g. software codes) and the work is properly attributed to the recipient through citation or otherwise; (4) Reproduction of documents for inclusion in Federal depositories; (5) Use by State, tribal and local governments that carry out delegated Federal environmental programs as “co-regulators” or act as official partners with EPA to carry out a national environmental program within their jurisdiction; (6) Limited use by other grantees to carry out Federal grants provided the use is consistent with the terms of EPA’s authorization to the grantee to use the copyrighted material.

## **K. Data Access and Information Release**

EPA has the right to obtain, reproduce, publish, or otherwise use the data first produced under the award; and authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes, under 40 C.F.R. § 30.36(c). In addition, pursuant to 40 C.F.R. § 30.36(d), if EPA receives a Freedom of Information Act request for research data that (1) relates to published research findings produced under an EPA award and (2) was used by the Federal Government in developing an agency action that has the force and effect of law, then EPA shall request, and the award recipient shall provide, within a reasonable time, the research data so that it may be made available to the public through procedures established under the FOIA.

## **L. Website References in Solicitation**

Any non-federal websites or website links included in this solicitation are provided for proposal preparation and/or informational purposes only. U.S. EPA does not endorse any of these entities or their services. In addition, EPA does not guarantee that any linked, external websites referenced in this solicitation comply with Section 508 (Accessibility Requirements) of the Rehabilitation Act.

## **M. Unpaid Federal Tax Liabilities and Felony Convictions for Non-Profit and For-Profit Organizations**

Awards made under this announcement are subject to the provisions contained in the Department of Interior,

Environment, and Related Agencies Appropriations Act, 2012, HR 2055, Division E, Sections 433 and 434 regarding unpaid federal tax liabilities and federal felony convictions. **These provisions prohibit EPA from awarding funds made available by the Act to any for-profit or non-profit organization: (1) subject to any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; or (2) that was convicted (or had an officer or agent of such corporation acting on its behalf convicted) of a felony criminal conviction under any Federal law within 24 months preceding the award, unless EPA has considered suspension or debarment of the corporation, or such officer or agent, based on these tax liabilities or convictions, and determined that such action is not necessary to protect the Government's interests. Non-profit organizations that are covered by these prohibitions are ineligible to receive an award under this announcement. For-profit organizations are subject to the provisions of the Act, however, as stated in Section III.A. of this RFA, for-profit organizations are not eligible to apply for funding under this announcement.**

## VII. AGENCY CONTACTS

For further information, contact:

Paula Zevin  
U.S. EPA Region 2  
Division of Environmental Science and Assessment  
2890 Woodbridge Avenue (MS-220)  
Edison, NJ 08837-3679

Tel: 732-321-4456  
[zevin.paula@epa.gov](mailto:zevin.paula@epa.gov)

## VIII. Other Information (Appendices)

### **Appendix A. Grants.gov Submission Instructions**

#### **Grants.gov Instructions**

##### **General Application Instructions**

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package” to download the compatible Adobe viewer and obtain the application package. **To apply through grants.gov you must use Adobe Reader applications and download the compatible Adobe Reader version (Adobe Reader applications are available to [download for free on the Grants.gov website](#).** For more



information on Adobe Reader please visit the [Help section](#) on grants.gov at <http://www.grants.gov/help/help.jsp> or [http://www.grants.gov/aboutgrants/program\\_status.jsp](http://www.grants.gov/aboutgrants/program_status.jsp)).

Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-R2-DESA-12-01, or the CFDA number that applies to the announcement (CFDA 66.610), in the appropriate field. You may also be able to access the application package by clicking on the Application button at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

**Application Submission Deadline:** Your organization’s AOR must submit your complete application electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than 5:00 p.m.ET, April 20, 2012.

Please submit *all* of the application materials described below.

## **Application Materials**

**The following forms and documents are required under this announcement:**

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. Assurances for Non-Construction Programs (SF-424B)
4. Grants.gov Lobbying Form
5. EPA Key Contacts Form 5700-54
6. EPA Form 4700-4 – Preaward Compliance Review Report
7. Narrative Proposal-prepared as described in Section IV... of the announcement
8. Budget Detail (Budget Narrative Attachment Form)-See Section IV....of the announcement
9. Disclosure of Lobbying Activities (SF-LLL), if applicable
10. Other Attachments, if applicable
11. Other Attachments, if applicable

The application package *must* include all of the following materials:

### **1. Standard Form (SF) 424, Application for Federal Assistance**

Complete the form. There are no attachments.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

### **2. SF-424A, Budget Information for Non-Construction Programs**

Complete the form. There are no attachments.

The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should

also be indicated on line 22. If indirect costs are requested, a copy of the Negotiated Indirect Cost Rate Agreement must be submitted as part of the application package. (See instructions for document 10 below.)

**3. SF-424B, Assurances for Non-Construction Program** Complete the form. There are no attachments.

**4. EPA Lobbying Form – Certification Regarding Lobbying** Complete the form. There are no attachments.

**5. EPA Form 5700-54, Key Contacts Form**

Complete the form. There are no attachments.

If additional pages are needed, attach these additional pages to the electronic application package by using the “Other Attachments Form” in the “Optional Documents” box. (See Application Preparation and Submission Instructions below for more details.)

**6. EPA Form 4700-4, Pre-Award Compliance Review Report.** Complete the form.

**7. Narrative Proposal**

Prepared as described in Section IV.C of the announcement.

**8. Budget Detail - Itemized Budget (Budget Narrative Attachment Form)**

Prepare the Detailed Itemized Budget in accordance with the instructions in Section IV.C of the announcement and attach it by clicking on “Budget Narrative Attachment Form” and then “Add Mandatory Budget Narrative.”

**9. SF-LLL, Disclosure of Lobbying Activities, if applicable**

This form is required if your organization is involved in lobbying.

Complete the form if your organization is involved in lobbying activities.

**10. Other Attachments Form – Negotiated Indirect Cost Rate Agreement**

Use if indirect costs are included in the project budget.

Use the “Other Attachments Form” in the “Optional Documents” box to attach a copy of your organization’s Indirect Cost Rate Agreement, if applicable. (See Application Preparation and Submission Instructions below for more details.)

You must submit a copy of your organization’s Indirect Cost Rate Agreement as part of the application package if your proposed budget includes indirect costs.

**11. Other Attachments Form – Biographical Sketches for the Project Manager(s)**

Use the “Other Attachments Form” in the “Optional Documents” box to attach a copy of the biographical sketch of each project manager for the proposed project. Each biographical sketch should outline the education, work history, and knowledge/expertise of the individual that relate to managing the proposed project.

## **Application Preparation and Submission Instructions**

**Documents 1 through 6** listed under Application Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For documents 1 through 6, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be

displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

**For documents 7 and 8**, you will need to attach electronic files. Prepare your narrative proposal and budget detail as described above and save the documents to your computer as an MS Word or PDF file. When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there are other attachments to submit to accompany your proposal, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.” Follow the same general procedures for attaching document 8 – the Detailed Itemized Budget – using the “Budget Narrative Attachment Form.”

**Documents 9 through 11** are listed in the “Optional Documents” box, but *please note that these so-called “optional” documents must also be submitted as part of the application package, if applicable to your organization.* You are only required to submit document 9 – SF-LLL, Disclosure of Lobbying Activities – if your organization is involved in lobbying activities. You are required to submit document 10 – Negotiated Indirect Cost Rate Agreement – if you have included any indirect costs in your proposed budget. You must submit document 11 – Biographical Sketches for Project Manager(s). To attach document 10 and document 11, use the “Other Attachments Form” in the “Optional Documents” box. After attaching the documents, please remember to highlight the “Other Attachments Form” and click “Move Form to Submission List” in order to move the documents to the box that says, “Optional Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY12 – Assoc Prog Supp – 1st Submission” or “Applicant Name – FY 12 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY12 Assoc Prog Supp – 2nd Submission.”

Once your application package has been completed and saved, send it to your AOR for submission to EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY10), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to

verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at <http://www.grants.gov/help/help.jsp>.

Applications submitted through grants.gov will be time and date stamped electronically.

If you have not received a confirmation of receipt from EPA (*not from grants.gov*) within 30 days of the application deadline, please contact Paula Zevin at 732-321-4456 or at [zevin.paula@epa.gov](mailto:zevin.paula@epa.gov). Failure to do so may result in your application not being reviewed.

## **Appendix B. Budget Sample**

### **Budget Detail**

This section of the work plan is a detailed description of the budget found in the SF-424A, and must include a detailed discussion of how EPA funds will be used. Applicants must **itemize** costs related to personnel, fringe benefits, travel, equipment, supplies, contractual costs, other direct costs, indirect costs, and total costs.

To potentially be eligible for partial funding, applicants should clearly itemize individual tasks, activities, etc. in their budget.

If the project budget includes any voluntary cost-share, the Budget Detail portion of the narrative proposal must include a detailed description of how the applicant will obtain the cost-share and how the cost-share funding will be used. If EPA accepts an offer for a voluntary cost-share, applicants must meet their sharing commitment as a legal condition of receiving EPA funding. If the proposed cost-share is to be provided by a third-party, a letter of commitment is required. Any form of cost-share included in the Budget Detail must also be include on the SF 424 and SF 424A. Please see Section III.B if this RFP for more detailed information on cost-share.

Applicants should use the following instructions, budget object class descriptions, and example table to complete the Budget Detail section of the work plan.

- 1. Personnel - List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total cost for the budget period.** This category includes only direct costs for the salaries of those individuals who will perform work directly for the project (generally, paid employees of the applicant organization). If the applicant organization is including staff time (in-kind services) as a cost share, this should be included as Personnel costs. Personnel costs do not include: (1) costs for services of consultants, contractors, consortia members, or other partner organizations, which are included in the "Contractual" category; (2) costs for employees of subrecipients under subawards, which are included in the "Other" category; or (3) effort that is not directly in support of the proposed project, which may be covered by the organization's negotiated indirect cost rate. The budget detail must identify the personnel category type by Full Time Equivalent (FTE), including percentage of FTE for part-time employees, number of personnel proposed for each category, and the estimated funding amounts.

2. **Fringe Benefits - Identify the percentage used, the basis for its computation, and the types of benefits included.** Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to the cost of leave, employee insurance, pensions and unemployment benefit plans.
3. **Travel - Specify the mileage, per diem, estimated number of trips in-State and out-of-State, number of travelers, and other costs for each type of travel.** Travel may be integral to the purpose of the proposed project (e.g. inspections) or related to proposed project activities (e.g. attendance at meetings). Travel costs do not include: (1) costs for travel of consultants, contractors, consortia members, or other partner organizations, which are included in the “Contractual” category; (2) travel costs for employees of subrecipients under subawards, which are included in the “Other” category.
4. **Equipment - Identify each item to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year.** Equipment also includes accessories necessary to make the equipment operational. Equipment does not include: (1) equipment planned to be leased/rented, including lease/purchase agreement; or (2) equipment service or maintenance contracts. These types of proposed costs should be included in the “Other” category. Items with a unit cost of less than \$5,000 should be categorized as supplies, pursuant to 40 CFR 31.3 and 30.2. The budget detail must include an itemized listing of all equipment proposed under the project.
5. **Supplies - “Supplies” means all tangible personal property other than “equipment”.** The budget detail should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies). Non-tangible goods and services associated with supplies, such as printing service, photocopy services, and rental costs should be included in the “Other” category.
6. **Contractual - Identify each proposed contract and specify its purpose and estimated cost.** Contractual/consultant services are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. Leased or rented goods (equipment or supplies) should be included in the “Other” category. The applicant should list the proposed contract activities along with a brief description of the scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known.
7. **Other - List each item in sufficient detail for EPA to determine the reasonableness and allowability of its cost.** This category should include only those types of direct costs that do not fit in any of the other budget categories. Examples of costs that may be in this category are: insurance, rental/lease of equipment or supplies, equipment service or maintenance contracts, printing or photocopying, rebates, and subaward costs. Subawards (e.g., subgrants) are a distinct type of cost under this category. The term “subaward” means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible subrecipient. This term does not include procurement purchases, technical assistance in the form of services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Subcontracts are not subawards and belong in the contractual category. Applicants must provide the aggregate amount they propose to issue as subaward work and a description of the types of activities to be supported.

**8. Indirect Charges - If indirect charges are budgeted, indicate the approved rate and base.** Indirect costs are those incurred by the grantee for a common or joint purpose that benefit more than one cost objective or project, and are not readily assignable to specific cost objectives or projects as a direct cost. In order for indirect costs to be allowable, the applicant must have a federal or state negotiated indirect cost rate (e.g., fixed, predetermined, final or provisional), or must have submitted a proposal to the cognizant Federal or State agency. Examples of Indirect Cost Rate calculations are shown below:

- o Personnel (Indirect Rate x Personnel = Indirect Costs)
- o Personnel and Fringe (Indirect Rate x Personnel and Fringe = Indirect Costs)
- o Total Direct Costs (Indirect Rate x Total direct costs = Indirect Costs)
- o Direct Costs minus distorting or other factors such as contracts and equipment  
(Indirect Rate x (total direct cost – distorting factors) = Indirect Costs)

**Example Budget Table [this is for illustration purposes only, adjust according to project needs]**

Category	EPA Funding	**Cost-Share
<b>Personnel</b>		
(1) Project Manager @ \$40/hr x 10 hrs/week x 52 wks		\$20,800
(3) Project Staff @ \$25/hr x 40 hrs/week x 40 wks	\$120,000	
<b>TOTAL PERSONNEL</b>	\$120,000	\$20,800
<b>Fringe Benefits</b>		
20% of Salary and Wages	20%(120,000)	20%(20,800)
- Retirement, Health Benefits, FICA, SUI	\$24,000	\$4,160
<b>TOTAL FRINGE BENEFITS</b>	\$24,000	\$4,160
<b>Travel</b>		
Travel for Project Manager and staff: 500 mi/mo @ \$0.55/mi x 12 mos.	\$3,300	
<b>TOTAL TRAVEL</b>	\$3,300	
<b>Equipment</b>		
<b>TOTAL EQUIPMENT</b>	0	
<b>Supplies</b>		
Office and related supplies to support training	\$10,000	
<b>TOTAL SUPPLIES</b>	\$10,000	
<b>Contractual</b>		
Support Services Contract	\$20,000	
<b>TOTAL CONTRACTUAL</b>	\$20,000	
<b>Other</b>		
<b>TOTAL OTHER</b>	\$0	
<b>Indirect Charges</b>		

Federal Negotiated Indirect Cost Rate = 10% (Indirect Rate x Personnel = Indirect Costs)	\$12,000	
TOTAL INDIRECT	\$12,000	
TOTAL FUNDING	(fed) \$189,300	(non-fed)\$24,960
<b>TOTAL PROJECT COST (federal and non-federal)</b>	<b>\$214,260</b>	

\*\* Cost-Share funds, while **not** required under this RFA, must also be included on the SF-424A as detailed in Section III.B of this RFP.

Note on Management Fees: When formulating budgets for project proposals, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicant's cognizant Federal audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges cannot be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the work plan.

### **Appendix C. Quality Assurance/Quality Control (QA/QC)**

Quality Assurance/Quality Control requirements apply to these grants (see 40 CFR 30.54 and 40 CFR 31.45). QA/QC requirements apply to the collection of environmental data. Environmental data are any measurements or information that describe environmental processes, location, or conditions; ecological or health effects and consequences; or the performance of environmental technology. Environmental data include information collected directly from measurements, produced from models, and compiled from other sources such as databases or literature. Successful applicants should allow sufficient time and resources for this process. EPA can assist successful applicants in determining whether QA/QC is required for the proposed project. If QA/QC is required for the project, the successful applicant may work with the EPA QA/QC staff to determine the appropriate QA/QC practices for the project. See Section VII., AGENCY CONTACTS for Agency Contact information for referral to an EPA QA/QC staff.

The successful applicant must ensure all water quality data generated in accordance with an EPA approved Quality Assurance Project Plan, either directly or by subaward, is transmitted into the Agency's Storage and Retrieval (STORET) Data Warehouse annually or by project completion using either WQX or WQXweb. Water quality data that are appropriate for STORET include physical, chemical, and biological sample results for water, sediment and fish tissue. The data include toxicity data, microbiological data, and the metrics and indices generated from biological and habitat data. The Water Quality Exchange (WQX) is the water data schema associated with the EPA, State and Tribal Exchange Network. Using the WQX schema partners map their database structure to the WQX/STORET structure. WQXweb is a web-based tool to convert data into the STORET format for smaller data generators that are not direct partners on the Exchange Network. More information about WQX, WQXweb, and the STORET Warehouse, including tutorials, can be found at <http://www.epa.gov/storet/wqx/>